

CITY OF BURBANK

ENVIRONMENTAL COMPLIANCE COORDINATOR

DEFINITION

Under direction, to plan, organize, and perform electric utility environmental and regulatory compliance activities for electrical generating facilities; and perform related work as required.

ESSENTIAL FUNCTIONS

Participates in the development and implementation of environmental compliance goals, objectives, policies, plans, and procedures; conducts environmental monitoring; collects and analyzes data; prepares detailed technical and regulatory reports including, but not limited to, accurate air emissions, storm water, and industrial waste; provides technical expertise to City departments and divisions; researches environmental issues and recommends cost-effective solutions; coordinates, monitors, and audits City and private testing company's laboratory analyses; maintains and provides an effective environmental compliance training program for staff; coordinates environmental compliance activities related to operations; administers and negotiates contracts with consultants and contractors to ensure all City requirements are met and terms of the contract are fulfilled; directs and reviews the work of consultants; may train and supervise consultants; performs field surveys and investigations; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – issues, principles, and practices of environmental engineering and regulatory compliance, especially related to electrical generating facilities and utility operations including, but not limited to, air quality, water quality, and hazardous materials regulations; applicable local, state and federal environmental and operating permit requirements; research and auditing methods; analytical techniques; surveying and investigatory methods and techniques; modern office practices, procedures, and equipment; recordkeeping techniques and procedures; proper English usage, grammar, spelling, punctuation, and vocabulary.
- Skill in – utilizing computers and a variety of computer software; making independent judgments and decisions based on standard policy and procedure; reading and reviewing basic engineering designs and construction documents; operating pollutant analyzers and related recording and monitoring equipment.
- Ability to – plan, organize, and perform environmental and regulatory compliance activities; read and comprehend regulatory documents; exercise independent judgment; conduct engineering research; compile and analyze technical data; recommend cost-effective corrective actions and enhancements; prepare and present clear, accurate, comprehensive, and concise written reports, recommendations and correspondences; coordinate activities with engineering, operations, and maintenance staff; comply with City safety practices; communicate technical concepts to non-technical groups and individuals; establish and maintain effective working relationships with supervisors, fellow employees, regulatory agency staff, consultants, contractors, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, graduation from an accredited college or university with a Bachelor's Degree in environmental engineering, environmental science, or a closely related field; and two years of progressively responsible experience in a directly related environmental field.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Qualified Storm Water Pollution Prevention Plan Developer (QSD) Certificate.